hSo Carbon Reduction Plan

Owned by:
Managing Director

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Carbon Reduction Plan

Supplier name: HighSpeed Office Limited ("hSo")

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Commitment to achieving Net Zero

HighSpeed Office Limited is committed to achieving Net Zero emissions by 2030. hSo aims to align its emissions with its major suppliers and will implement measures to achieve its ambitions.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
hSo has not previously reported on its baseline emissions. hSo has based its current baseline emissions on data from 1st January 2019 onwards. Going forward hSo will review its emissions against the 2019 baseline. hSo has implemented measures to reduce its environmental impact and carbon emissions. However, hSo recognises that 2020 and 2021 were abnormal years due to normal business activities being disrupted by the COVID-19 pandemic. hSo remains fully committed to reaching its targets of achieving net zero emissions and reducing its overall environmental impact.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**15.70** Direct emissions from sources owned or controlled by hSo are included
Scope 2	**19.90** Indirect emissions from purchased electricity are included. Fugitive emissions are not included.

Scope 3 (Included Sources)	**546.65** Emissions for the following categories have been included: Category 3: Fuel and Energy - including transmission and distribution losses in the electrical grid Category 4: Upstream transportation & distribution; Category 5 Waste generated in operations; Category 6 Business travel; Category 7 Employee commuting, homeworking
Total Emissions	**582.25**

Current Emissions Reporting

Reporting Year: Jan 2022 – Dec 2022	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	**15.70**
Scope 2	**16.69** Indirect emissions from purchased electricity and water are included. Fugitive emissions are not included.
Scope 3 (Included Sources)	**298.98** Our Scope 3 emissions include categories detailed in Baseline emissions above
Total Emissions	**331.37**

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 275 tCO2e by 2027. This is a reduction of 53% since 2019 and a reduction of 17% from 2022

Progress against these targets can be seen in the graph below:
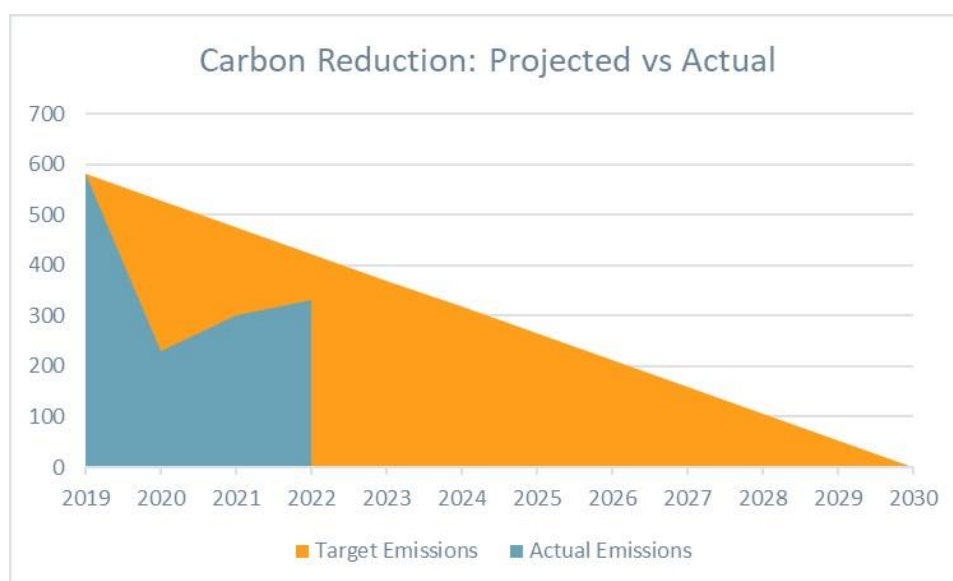
Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to approximately 250 tCO2e, a 43% reduction against the 2019 baseline and the measures will be in effect when performing the contract.

Accreditations

In 2021 hSo successfully gained its ISO 14001 accreditation and has been working towards further improving its environmental footprint.

Initiatives

hSo has implemented several environmentally friendly initiatives to reduce its carbon footprint set out below.

Physical Office

hSo has significantly reduced its paper based office activities, by moving, wherever possible, document preparation and storage functions online, since early 2020. Volumes stored onsite and offsite continues to reduce as record retention dates are reached and the documents securely destroyed, and the resulting paper waste recycled. In doing so, hSo is attempting to reduce its volume of paper waste as it transitions towards its goal of being a totally paperless office which it expects to achieve by 2026.

hSo has introduced separate waste and recycling bins within the office and encourages all office users to separate their waste and recycle where possible.

hSo has reduced employee daily attendance in the office and encourages the use of Teams for customer and supplier meetings, these measures have reduced the volume of travel for employees and improved hSo's environmental footprint, positively impacting its Scope 3 emissions.

Emissions

hSo is aiming to reduce its Scope 1 and 2 emissions (direct and indirect from electricity and refrigerants) by approximately 10% by 2030 against a 2019 baseline. To achieve this goal hSo is reducing its carbon emissions by driving through energy efficiency savings, choosing greener energy suppliers, reducing existing refrigerant loss and being more emissions aware in all business activities.

hSo's current internal measures include using energy efficient lighting, which turns off when not in use and using energy saving settings on printing and computing devices when not in use and removing unused and inefficient equipment. hSo aims to continue reducing its use of energy across the business.

Transport

hSo has improved its cycle friendliness by providing cycle storage space for its employees, encouraging cycle usage.

hSo's expenses policy promotes the use of public transport wherever possible. hSo actively includes the use of electric, Ultra Low or zero Emission cars within its current policies and encourages staff to car share and use more environmentally considerate modes of travel where possible.

Suppliers

hSo prefers to use environmentally friendly and carbon neutral suppliers where possible. hSo supports the reduction, recycling and reuse of products and equipment. hSo encourages supplier led measures taken to reach net zero targets and will work with its supply chain to achieve this.

hSo continues to use certified carbon neutral courier services.

hSo supports its landlords and its suppliers in the use of greener energy suppliers in the supply of their services. hSo are looking at measures to cut its energy consumption further including switching to 100% renewable electricity sources, where possible. hSo will continue to review the energy efficiency of its supply chain including most importantly the equipment and the data centres used in providing services.

Customers

hSo products and services assist in tackling climate change by using greener products and low carbon solutions. Our cloud compute solutions assist customers to reduce their energy consumption in buildings, and our secure connectivity solutions promote flexible working. This results in staff being able to work from home releasing the benefits of lower transport emissions and a reduced demand for office space.

Products and Services

hSo prefers to choose energy efficient kit when designing solutions as well as focusing on products which have a longer lifespan, reducing waste and energy consumption over the lifetime of a solution

hSo has added the use of Zero Touch Provisioning ("ZTP") to deliver products and services which reduces the physical need of engineers to attend a place for work. This positively impacts customers by reducing the volume of engineering attendance at customer sites as well as reducing transport emissions.

hSo will continue to design out waste and pollution in delivering our products and services, keep equipment and materials in use for longer and promote more sustainable supply chains where possible. hSo will continue to strive for efficiency by empowering customers to use its portals and technology to create a sustainable world.

hSo aims to align its carbon reduction measures in line with its major suppliers e.g. Data Centres, by 2030 or earlier

In the future we plan to implement further measures such as:
- Developing and improving the automation of our office based activities where possible through network and tech based initiatives and efficiencies;
- Replace any single use plastics with recyclable or biodegradable. Only use recycled and recyclable paper;
- Improve our repurposing and recycling initiatives by introducing further measures in relation to product testing in our training lab and hardware. This includes introducing more ZTP products and services so that more equipment can be shipped direct to customers;
- Continue to promote Cloud-based services avoiding the need for dedicated customer equipment and eliminating equipment shipping to customer sites or visits by engineers.
- Continue to source greener suppliers and carbon neutral suppliers;
- Continue to design and encourage efficient and sustainable networks for our customers.
- Offset our carbon emissions from 2030

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard[3].

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

Chris Evans, Managing Director
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Date: 31 July 2023
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Adherence

hSo's Carbon Reduction Plan can be found within the IMS on SharePoint and on the hSo website in demonstration of hSo's clear commitment to emissions reduction. It is the responsibility of Employees and Contractors to be aware of its contents and support its commitments. Suppliers are encouraged to adopt the key objectives of this plan within their strategic plans.

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[1] https://ghgprotocol.org/corporate-standard
[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[3] https://ghgprotocol.org/standards/scope-3-standard